CHAPTER 7

ELECTRONIC MAIL

It is possible to send messages to other users of the DAVIS via the electronic mail feature listed on the menu as either "electronic mail" or "Infomail." To send mail to another user, you need their USERNAME. You do not need to know another user's PASSWORD to send them mail; indeed, you should never know any other user's PASSWORD.

To illustrate use of the electronic mail, let us look at a mail session:

ENTER FUNCTION CODE. OR PRESS RETURN FOR THE MENU: MA
MAIL> SEND
To: DAVNCSP
Subj: TERMINALS BREAKING DOWN
Enter your message below. Use CTRL/Z when finished.
We are having difficulty with our terminals breaking down every few days. We would like you to replace them as soon as possible. ·

Thank You Very Much (CTRL/Z ENTERED HERE)
MAIL> EXIT

Selecting the "MA" option from the menu prompt will place you into the mail program. You may enter any of the mail commands listed below at the "MAIL>" prompt. In the example, the SEND command was used to initiate a message to the user whose USERNAME is DAVNCSP. The computer will prompt for the addressee and a subject line. Never use more than one line of information for the subject. Using the CTRL/Z will terminate the SEND mode and send the message.

There are other commands you may use at the MAIL> prompt:

"READ" -- If, when you log in, you see a message telling you that you have new mail, enter MAIL> and use READ to read that new mail. If you have more than one piece of new mail, " pressing the RETURN key will continue to display your new mail messages until they are all shown. If you enter MAIL> and there are no new messages, using READ will allow you to read all your mail beginning with the oldest message.

"DELETE" -- If you do not wish to save a message, typing DELETE after reading the message will remove it from the mail file. If you do not delete messages, they will remain in your account forever. Please do not allow them to accumulate.

"REPLY" -- Using this command immediately after reading a message will automatically initiate a reply to the sender. All you will have to do is enter the text and CTRL/Z to end the message.

"FORWARD" -- Again, this can only be used immediately after reading message to forward the exact text of that message on to another user. You wil l need to enter the USERNAME of the person you wish to receive the forwarded message.

"S END " -- This command, as in the above example, initiates the sending of a message. You may send the same message to more than one US ERNAME; simply string them together, separated by commas, when prompted. If you wish a copy of the message as sent, include your USERNAME on the list of names.

"DIR" -- The DIR command will give you a directory or list of all the messages in your mailbox. The listings will be one line each and will contain the date, USERNAME of the sender and the subject line. Each directory listing is preceded by a number. If you want to read one of them, enter "READ n" at the MAIL> prompt. Of course the "n" should be replaced by the number of the message you wish to read.

"BACK" -- Displays the previous message, the one before the current message.

"EXIT" -- Exits you from the MAIL program and returns you to the menu prompt.

"NEXT" -- Displays the text of the next message in the MAIL file.

NOTE : Do not exit MAIL by using the QUIT command, as is done in BASIS. If you have DELETED messages, they will not delete if you use QUIT.

Here is a further example:

ENTER FUNCTION CODE OR PRESS RETURN FOR THE MENU: MA
You have 1 new message
MAIL> READ

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From: DAVNQSTR
To: DAVNC S P
Subj: TERMINALS  BREAKING  DOWN

We  are  having  difficulty  with  our  terminals  breaking  down
every  few  days,  we  would  like  you  to  replace  them  as  soon  as
possible.

Thank  You  Very  Much
MAIL>  DELETE
MAIL>  EXIT
```

The DELETE deletes the current (last read) message from your list of mail messages . (The message is not actually deleted from the file until you either exit mail or read another message file. Therefore, if you accidentally delete a message, you can recover it by aborting MAIL with CTRL/Y or entering QUIT.)